

GEORGIA COURTS REGISTRAR

User Manual



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Overview

The Administrative Office of the Courts developed the [Georgia Courts Registrar](#) as an electronic means for court professionals, judges, and clerks to satisfy registration, certification, and licensure requirements prescribed by their governing organizations. The [Registrar](#) application merges the former separate processes for court reporters, interpreters, and neutrals; court-connected program providers; and magistrate and municipal court judges into a combined, web-based registration tool. It allows for data entry, document upload, messaging, and online payment.

Note: Please use Google Chrome for the best user experience. It can be downloaded for free on the [Registrar](#) homepage.

Court Reporter Registration

New Applications

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Georgia Court Reporters**” from the dropdown list, then click “Create Account.”
2. On the registration page, enter all required information (indicated by asterisks), then click “Register.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account.
3. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.
4. On the Profile page, you may edit your information and reset your password. To save changes to your profile, click “Save” after you make edits. Re-enter the password you used to login in the “Re-enter Password” field.

If you wish to reset your password, click “Reset Password.” New passwords must be at least eight characters including one uppercase letter, one special character, and one number.

The colored tiles on the right side of the page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

5. At the bottom of the Profile page, click “Questionnaire 1 – New Application.” Answer every question, then click “Submit.” Click on “Questionnaire 2 – Georgia Test” and answer the questions.
6. In the blue menu bar at the top of the Profile page, click “Documents” to upload copies of your photo identification and notarized affidavit to verify lawful presence as required by Georgia law. Also, upload your completed Georgia test.

To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

7. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay and complete the application process.

For technical support, contact us by email, CourtReporting@gaaoc.us, or telephone, 404-463-3808.

Renewal Applications

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the Profile page, review and edit your information. Each field with an asterisk is required. To save changes to your profile, click "Save." Re-enter the password you used to login in the "Re-enter Password" field.

The colored tiles on the right side of the page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

3. At the bottom of the Profile page, click "Questionnaire 1 – Renewal Application." Enter all required information, then click "Submit."
4. If you are a non-U.S. citizen or need to upload other documents, click "Documents" on the blue menu bar at the top of the Profile page.

To upload documents, click "Choose New" next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click "Save." Repeat as necessary to upload all required documents.

5. If you work for a court reporting firm, click "Firms" in the blue menu bar at the top of the page. Click the box(es) next to the firm(s) where you work. Click "Save" at the bottom of the page.
6. Once all tiles are yellow or green, a green "Payment" button will appear at the bottom of your profile information. Click "Payment" to pay and complete the application process.

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Firm Registration

New Applications

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Register a Court Reporting Firm**” from the dropdown list, then click “Create Account.”
2. If you already have an account with the [Georgia Courts Registrar](#), choose option 1, type your username and password, then click “Continue.” A list of known court reporting firms appears. Scroll to the bottom of the page, then click “Register New.”

If you do not have an account, choose option 2, then click “Continue.” On the Profile page, enter information in every field, then click “Save.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account. Once you activate your account and login, click “Firms” at the top of the page. On the Firms page appears a list of known court reporting firms. Scroll to the bottom of the list, then click “Register New.”

Note: Disregard the red tiles on the right side of the personal profile screen if you are not a court reporter.

3. On the Firm Profile page, enter all required information then click “Register.” Then, click on your firm’s name. Click “Edit” at the bottom of the page.

The colored tiles on the right side of the page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

4. At the bottom of the page, click “Questionnaire 1 – Firm New Application,” enter all required information, then click “Submit.”
5. In the blue menu bar at the top of the page, click “Documents” to upload copies of the firm owner’s photo identification and affidavit to verify lawful presence as required by Georgia law.

To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

6. At the top of the page, click “Firms.” Click on your firm’s name, then click “Edit” at the bottom of the page.
7. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of the firm profile. Click “Payment” to pay and complete the application process.

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Renewal Applications

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the Profile page, review and edit your information. (Each field with an asterisk is required.) To save changes to your profile, click “Save.” Re-enter the password you used to login in the “Re-enter Password” field.
3. At the top of the page, click “Firms.” On the Firm Profile page appears a list of known court reporting firms. Scroll to your firm, click on the name, then click “Edit” at the bottom of the page.
4. Review and edit your firm information, then click “Save.” Re-enter the password you used to login in the “Re-enter Password” field. Click on your firm’s name. Click “Edit” at the bottom of the page.

The colored tiles on the right side of the page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

5. At the bottom of the page, click “Questionnaire 1 – Firm Renewal Application,” enter all required information, then click “Submit.”
6. If you are a non-U.S. citizen or need to upload other documents, in the blue menu bar at the top of the page click “Documents.”

To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

7. At the top of the page, click “Firms.” Click on your firm’s name, then click “Edit” at the bottom of the page.
8. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of the firm profile. Click “Payment” to pay and complete the application process.

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Family Violence Intervention Programs

Create New Account and Program

Note: The primary contact should complete the following steps.

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Family Violence Intervention Program**” from the dropdown list, then click “Create Account.”
2. On the registration page, enter all required information (indicated by asterisks), then click “Register.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account.
3. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.
4. To create a Firm Profile for a program that is not listed, click “Register New” at the bottom of the page. Enter all required information (indicated by asterisks), then click “Register.” (The firm address should be the program’s mailing address.) You will receive an email with instructions for subsequent steps.

Enter Class Locations and Schedules

1. After receiving the email containing further instructions, return to the [Georgia Courts Registrar](#) home page and login with your username and password. Click the blue “Locations” button to enter your locations and class schedule information.
2. Enter information in the boxes beginning with “Location Name” for each location classes are held. After entering information for one location, click “Save.” If your program has multiple class locations, use a unique name for each one.
3. Click “Location Schedules” to add the class information. Click “Locations” and then click on the name of first location. Enter the class information for that location, then click “Save.” Click “Schedules” to continue adding classes for that location.

To add classes to other locations, click “Locations” and then click the name of the next location. Add classes for every location.

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Submit Monthly Reports

Note: Monthly reports must be submitted by the tenth day of each month for the previous month's newly enrolled participants.

1. Login to the [Georgia Courts Registrar](#) with your username and password.
2. If locations or class schedules have changed, please edit them by clicking the blue "Locations" button.
3. When all locations and class schedules are updated, click the blue "Monthly Report" button, check the box, then click "Continue."
4. Monthly fees must be reported for every location. Select the month, year, and location for which you are reporting monthly fees, then click "Continue."
5. Enter the name, gender, birth date, referral source, date ordered, and county of referral for each new participant that enrolled in your program at that location. If a participant was self-referred, you can enter the date of the initial class attended as the "Date Ordered to FVIP." Click "Save" after each participant.

Click "New Participant" to add another participant. Once you have entered all new participants, click "Continue." If there were no new participants, do not enter any participant data but continue clicking through the wizard.

6. The screen will show you the payment due for that location's monthly fees. Click "Submit" if all information is correct. Click "Back" if you need to edit the information.
7. Complete the Payment page (you can pay by credit card or check).
8. If you have more than one location, click "Firms – Monthly Reports" in the blue menu bar. Complete the process for each location.

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Applications – New and Renewal

Note: New and renewal applications require (1) firm information related to the program and (2) individual information related to each facilitator. Applications will not be processed until firm and individual information is complete.

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the Profile page, review your information and edit it if necessary. (Each field with an asterisk is required.) Click “Save” after you make any changes. Re-enter the password you used to login in the “Re-enter Password” field.

The colored tiles on the right side of the page indicate the status of your application process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

Facilitator Profile Information

3. You must complete profile information for every facilitator within your firm. To add a facilitator, click “People – New Person” in the blue menu bar. Enter the required profile information (indicated by asterisks), then click “Save.”

At the bottom of the Profile page, select “Questionnaire 1 – Facilitator Renewal Application” or “Questionnaire 1 – Facilitator New Application.” Answer every question, then click “Submit.”

4. To enter information for another facilitator, click the blue “New Person” button at the top of the page. Complete Step 3 above. Repeat these steps for all facilitators.

To search among your firm personnel, click the blue “Search People” button at the top of the page. Enter a first name, last name, or first and last name (no partial names accepted). Click “Search.” To navigate to that person’s profile, click the name and wait for the page to appear.

Note: To view completed requirements for each individual, click the blue “Staff List” button at the top of the page. Once the status is “Submitted-Pending Review,” this part of the application is complete.

Firm Information

5. Click “Firms” in the blue menu bar. At the bottom of the Profile page, select “Questionnaire 1 – Firm Renewal Application” or “Questionnaire 1 – Firm New Application.” Answer every question, then click “Submit.” (All questions require a response.)

To upload documents, click “Submit” below the questionnaire. Then, click “Documents” in the blue menu bar. Click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document type from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

6. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of the firm profile. Click “Payment” to pay and complete the application process.

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or telephone, 404-463-3808

Misdemeanor Probation Providers

Create New Account

Note: The primary contact should complete the following steps.

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Misdemeanor Probation Provider**” from the dropdown list, then click “Create Account.”
2. On the registration page, enter all required information (indicated by asterisks), then click “Register.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account.
3. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.
4. To create a Firm Profile for a program that is not listed, click “Register New” at the bottom of the page. Enter all required information (indicated by asterisks), then click “Register.” (The firm address should be the program’s mailing address. The director and 5-year probation officer fields will be blank for now.) You will receive an email with instructions for subsequent steps.

Enter Locations

1. After receiving the email containing further instructions, return to the [Georgia Courts Registrar](#) home page and login with your username and password. Click the blue “Locations” button to enter your office locations.
2. Your program address will automatically be added as an office location. Select the correct county for this location, then click “Save.”

Enter information in the boxes beginning with “Location Name” for each probation office. After entering information for each location, click “Save.” If your program has multiple locations, use a unique name for each one.

For technical support, contact us by email, CMPACsupport@gaaoc.us, or telephone, 404-463-3808.

Enter Staff List

Note: To prepare for renewal, complete the steps below for all employees including administrative staff, probation officers, and owner/directors.

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. Click “People – New Person” in the blue menu bar at the top of the page. Enter the required profile information (indicated by asterisks) for an employee, then click “Save.” Repeat this step for every employee. (Each employee must have profile information entered and a unique email address. Choose “Renewal” for all employees registered with the Council as of July 31, 2014; choose “New” for all other new employees.)

Note: Disregard the tiles and questionnaires for “Renewal” employees. You can view a list of all employees entered by clicking the blue Staff List button.

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or telephone, 404-463-3808.

Applications – New and Renewal

Note: New and renewal applications require (1) firm information related to the program and (2) individual information related to each employee or owner/director. Applications will not be processed until firm and individual information is complete.

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the Profile page, review and edit your information if there are any changes. (Each field with an asterisk is required.) Click “Save” after you make any corrections. Re-enter the password you used to login in the “Re-enter Password” field.

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Firm Information

3. At the bottom of the Firm Profile page, click “Questionnaire 1 – Firm Renewal” or “Questionnaire 1 – New Firm Application.” Answer every question, then click “Submit.” (All questions require a response.)

To upload documents, click “Submit” below the questionnaire. Then, click “Documents” in the blue menu bar. Click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document type from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

4. Follow the steps in the Employee Information section below. Once all tiles are yellow or green, a green “Submit for Review” button will appear at the bottom of the Firm Profile. Click “Submit for Review” to complete the application process.

Employee Information

5. You must complete profile information and questionnaires for every employee in your firm. Follow the instructions under “Enter Staff List” (p.12) for each new employee. To see a list of employees, click “People-Staff List” in the blue menu bar, then click an employee’s name to go to his/her profile.
6. At the bottom of the Profile page, click “Questionnaire 1 – Individual Renewal” or “Questionnaire 1 – New Individual Application.” Answer every question and then click “Submit.”
7. Once that employee’s tiles are yellow or green, a green “Submit for Review” button will appear at the bottom of the person’s profile. Click “Submit for Review” to complete that employee’s information.

Repeat Steps 5 and 6 for all employees and owners.

To search for personnel, click the blue “Search People” button at the top of the page. You can search by first name, last name, or first and last name (no partial names accepted). Click “Search.” To navigate to that person’s profile, click the name and wait for the page to appear.

Note: To view which requirements you have completed per staff member, click the blue “Staff List” button at the top of the page. Once all icons are yellow or green and the status is “Submitted for Review,” you have completed all steps for that employee.

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Interpreter Registration Renewal Applications

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Interpreters**” from the dropdown list, then click “Create Account.”
2. On the registration page, enter all required information (indicated by asterisks), then click “Register.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account.
3. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.
4. On the Profile page, you may edit your information and reset your password. To save changes to your profile, click “Save” after you make edits. Re-enter the password you used to login in the “Re-enter Password” field.

If you wish to reset your password, click “Reset Password.” New passwords must be at least eight characters including one uppercase letter, one special character, and one number.

The colored tiles on the right side of the page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

5. At the bottom of the Profile page, click “Questionnaire 1 – Renewal Questionnaire.” Answer every question, then click “Submit.”
6. If you are a non-U.S. citizen or need to upload other documents, click “Documents” on the blue menu bar at the top of the Profile page.

To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

7. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information next to the “Reset Password” button. Click “Payment” to pay and complete the application process.

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Troubleshooting Tips

Problem	Check this	Next Step
Appearance of screens isn't suitable	Your Internet browser	Download and use Google Chrome, the recommended browser for the Registrar .
Profile information is not saving	Confirm that all required information (indicated by asterisks) is entered. Click "Save."	Re-enter the same password used to login in the "Re-enter Password" field.
Need to send a message to the Registrar administrator		Click "Messages – My Messages" in the blue bar at top of screen. Then, click "Send to Administrator."
Questionnaire tile remains red instead of turning yellow	Check that you have answered every question included in the Questionnaire.	Answer remaining questions, then click "Submit."
Can't make a payment	Check that all other tiles are green or yellow.	
Don't know if my application has been reviewed	Check the status of your application above your profile information.	Confirm that you have paid required fees by credit card or check and your status has changed to "Submitted – Pending Approval." You will receive an email when your application is approved.

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